Library Technology Manager

The Chelmsford (MA) Public Library is in search of a Technology Manager who is hands-on, detail-oriented, well-versed with user technology and networking, and an inventive problem-solver. Our next Technology Manager will have up-to-date knowledge of the technology landscape, enjoy helping others learn, and be the first to jump in and figure things out.

We're looking for a professional who has experience being hands-on when installing, maintaining, or troubleshooting hardware and software in-person and remotely, whether the problem is simple or challenging. We rely on robust, reliable, accessible, and secure technology services for staff and patrons.

Attention to detail in this position is a must; we want the person who can plan a seamless network move to the cloud and who takes the time to double-check that the new employee laptop is working without a hitch. We are looking for the person who demonstrates robust project planning and management skills and experience.

You should be excited about what's next on the technology front! You'll work with library management to plan, develop, and enhance the systems that make library services possible and coordinate with Town departments and contractors to keep projects moving forward. Like to learn new things? We can help with that. Big picture thinker? Just what we're looking for.

This person supports, instructs, and trains staff, verbally and in writing, in the use of library technology. This position will be our in-house expert and enjoy sharing that expertise when supporting and training staff. Do you have positive and collaborative relationships with your co-workers? If yes, then you will be a great fit for our supportive, smart, and fun team.

Experience working in a library or a municipality is strongly preferred. Skills built in nonprofits or education may also be a good fit. Public service is a driving value here in our library, and we want to know that it is for you too.

Our ideal candidate will be someone who succeeds when working independently or collaboratively, thrives on variety and challenges, has excellent interpersonal skills, and knows how to turn ideas and plans into action.

Our Library and Community: A fun and rewarding place to work! Our staff and Trustees are excited to turn new ideas into reality, and we're not afraid to try things out. We believe that opportunities for continuing education are essential for all of us to stay challenged and engaged. We take pride in being the best at what we do and hire the best people to make it happen. Be prepared for some friendly banter; we don't take ourselves too seriously!

Salary: *$84,204 to $105,159 in ten steps (non-union)*
Education, Training, and Experience:
- *Bachelor's degree strongly preferred plus relevant technology experience, including networking, cloud services, and IT security; familiarity with Microsoft Azure preferred*
- *Technical proficiency with common productivity and communications applications, operating systems, devices, and platforms; experience with library-specific applications is a plus*
- *Excellent interpersonal skills and experience with staff training and support*
- *Demonstrated project planning and management skills*
- *Experience in library or municipal environments preferred*

Closing Date: *Open until filled; preference given to applications received before June 25, 2025.*
How to Apply: *Send cover letter and resume to Lesley Kimball, Director, at lkimball@chelmsfordlibrary.org.*

This full time job includes paid PTO and health, dental and life insurance benefits. The Town of Chelmsford is an EEO/AA Employer. Any person who needs assistance in fully participating in the application process should

contact the Town of Chelmsford Personnel Department. We value diversity in backgrounds and experiences and are committed to an accepting and supportive work environment.